

2015-16 AE/ELC Grant Continuation FAQ

Question: In Form 2F, if the site where our one or more of our classes takes place does not have a phone or email address where individuals can call/email the Adult Education/EL Civics program, can we leave that information blank?

Answer: Please mark these cells as “N/A” for not applicable.

Question: Are there separate state and Regional performance targets (Appendix F) for EL/Civics students only?

Answer: No. Appendix F is identical in the Adult Education and EL/Civics grant continuation documents. Both EL/Civics and Adult Education providers should use this Appendix F when setting their Form 6 goals.

Question: Why do the state and federal totals not add up to equal the program base listed in Appendix A of the Adult Education Grant continuation documents?

Answer: There was an error in the first Adult Education grant continuation Appendix A issued. This document was revised and reposted here http://www.in.gov/dwd/files/Appendix_A-ABE_Funding_Formula_and_Allocation.pdf on 1.29.16.

Question: Do EL Civics Grantees have MOE, Maintenance of Effort in their grants?

Answer: As in previous years, EL Civics providers do not have to contribute to the regionally assigned MOE. Because some EL Civics providers do participate in contributing MOE for the Region, EL Civics applicants have been given an opportunity to report MOE in Form 2A of their applications. Any program income outside of the grant award used to operate the EL Civics program which is not reported as MOE should be listed on Form 2A under “All other program income.”

Question: There were separate due dates listed in the grant continuation guidance documents and the grant continuation webinar documents. Which is correct?

Answer: The correct due date for both continuation applications is no later than 10 am on February 22nd, 2016. The other, erroneous due date has been removed from all documents.

Question: What InTERS reports should we use to complete Form 3, the Consortium Performance Measures Worksheet?

Answer: DWD does not have a preference on which existing reports within the Adult Education InTERS data reporting and accountability system applicants use in listing historical data or setting goals in Form 3.

Question: What InTERS reports should we use to complete Form 6, the AE Provider Performance Measures Worksheet?

Answer: DWD does not have a preference on which existing reports within the Adult Education InTERS data reporting and accountability system applicants use in listing historical data or setting goals in Form 6. However, for Form 6 measure “Total enrollments that are employed or gain employment,” we advise that Table 5 cohort numbers are the best data in InTERS to use in setting this measure on Form 6. Providers can use the Table 5 Column F number for *Entered Employment* as well as the Table 5 Column F number for *Retained Employment*. Adding these together will result in the total number of students employed.

Question: Does the individual with signing authority, listed on the Form 1 Cover Sheet, have to be the same person who signs Form 4 Assurances?

Answer: Form 4, Assurances, includes two different signatures lines. Neither necessarily has to be signed by the same individual listed with signing authority in the Form 1 Cover Sheet. Many Adult Education and EL Civics grantees belong to school corporations that need the multiple layers of permissions to sign off on assurances. For organizations where one individual has the authority to sign assurances, this individual will sign on either line 1 or 2 in Form 4. Where applicable, the unused line may be ignored.

Question: How would DWD prefer applicants order responses from AE or EL Civics Providers in the narrative section of each application? Should the responses for each provider be submitted together, for example responses from Provider A answers to questions 1-25, then Provider B answers to questions 1-25, and so forth? Or, should answers for all providers be listed below each question, so, question 1 answers for providers A-N, then question 2 answers for providers A-N, and so on?

Answer: All responses for each AE or EL Civics provider in each sub-section of the narrative response should be grouped together. Each provider will have a set of responses grouped together for each sub-section of the narrative. These provider responses should follow the page limitations and labelling instructions listed for subsections B, C, and D.